

**Department of Energy
Idaho Cleanup Project**

**Pre-Solicitation Conference, Site Tour, and One-on-One Sessions
February 25 to 28, 2020**

**University Place, Tingey Administration Building
1776 Science Center Drive
Idaho Falls, ID 83402**

DOE will conduct a pre-solicitation conference, site tour and one-on-one sessions with interested parties in support of the upcoming ICP procurement at the Idaho National Laboratory (INL) Site. DOE has scheduled the pre-solicitation conference and one-on-one sessions to be held February 25-28, 2020 at University Place, Idaho Falls. These activities are for informational purposes only. Attendance at any or all these events is not mandatory. The Government will not reimburse any contractor for expenses related to attendance at these activities.

PARKING PASS - UNIVERSITY PLACE

Please be aware that a parking pass is required (Monday - Friday; 8:00am to 10:00pm), in order to park on the University Place campus. Parking Passes are issued for each event and may be printed off DOE ICP EMCBC website. **Please ensure the Parking Pass is displayed properly, as indicated on the pass, to avoid receiving a citation.**

REGISTRATION

Registration for the pre-solicitation conference, site tour and industry one-on-one sessions will close at **2:00 P.M. ET, February 19, 2020** to allow for adequate processing time. Pre-registration is required, and walk-ins will not be permitted. Registration is limited to two (2) representatives per company or group for the site tour. Registration is limited to five (5) representatives from each company or group for the pre-solicitation conference and one-on-one sessions.

All registration requests pertaining to this announcement shall be emailed to the procurement mailbox at: icp@emcbc.doe.gov. Registration requests for each individual shall include name, company/organization represented (including Offeror and/or Company name), telephone number, e-mail address, and citizenship. Only U.S. Citizens are permitted on the INL site tour. The email request should indicate whether the company or representatives plan to attend the pre-solicitation conference, site tour, one-on-one sessions, or all activities. In addition, please identify a single point of contact for future correspondence. **Registration for each individual attending the site tour shall also include an INL Dosimetry Request Questionnaire which can be found at: <https://www.emcbc.doe.gov/SEB/icp/Site%20Tour.php>.** Ink signatures are

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required on the INL Dosimetry Request Questionnaire, however Social Security Numbers can be provided at check-in on the day of the Site Tour. Without the necessary paperwork, industry or community personnel will not be allowed to participate on the Site Tour.

For time sensitive questions, you may contact Lori Sehlhorst, Contracting Officer at 513-744-0989 or lori.sehlhorst@emcbc.doe.gov.

AGENDA

February 25: PRE-SOLICITATION CONFERENCE (8:00am – 10:30am)

The pre-solicitation conference will be held on Tuesday, February 25 commencing at 8:00 am at the Tingey Administration Building (TAB) on the University Place campus at 1776 Science Center Drive, Idaho Falls, ID 83402. DOE will provide an overview of the End State ICP procurement, including discussion of the current requirements and specific areas of the Draft Request For Proposal. Attendees are prohibited from using recording, copying or transcription devices. Slides presented at the pre-solicitation conference will be subsequently posted on the ICP EMCBC procurement website.

February 25: SITE TOUR (12:00pm – 6:00pm)

The Site Tour is scheduled for Tuesday, February 25. Participants should plan to check-in at the lobby of the Tingey Administration Building (TAB) located at 1776 Science Center Drive, Idaho Falls, ID 83402, no later than 11:30am to allow time for badging, a safety briefing, and security inspections. Participants should park at the north end of parking lot adjacent to the Tingey Administration Building, and enter through the front doors for check-in. Following check-in, all participants will be transported to the INL site for the tour. The bus transporting participants to the site will leave promptly at 12:00pm (noon). Participants should plan for a full afternoon of touring the site. There is a limit of two (2) representatives per company or organization for the site tour.

The tour will consist of travel by bus, including several instances of embarking and disembarking at different stops, and outdoor travel on foot. Please ensure you wear natural fiber clothing, including long pants and sturdy, leather, closed toe shoes. Please dress appropriately for the weather conditions. Safety shoes are not required; however, shoes worn shall be closed-toe, above the ankle, and made of leather or other substantive materials (not cloth). If special accommodations are required, please include such details when registering for the tour.

Only U.S. Citizens are permitted on the INL site tour. A valid form of picture ID must be provided to security personnel in order to obtain entrance to the INL site. Acceptable forms of ID include:

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1. Current U.S. Driver's License
2. Current U.S. Passport or U.S. Passport Card
3. Current DOE contractor badge (HSPD-12 credential or Common Access Card)

Security requirements dictate that all participants remain with the tour group for the duration of the tour. There are also several prohibited items that are not allowed at the INL Site. These items are real (or simulated) firearms and ammunition, stun guns, alcoholic beverages, illegal drugs and paraphernalia, explosives, hand-held weapons, chemical irritants, and items prohibited by state and federal law. Other items not allowed on the tour are copying devices, electronic recording devices, cameras, radios, cellular telephones, blackberries, and knives with blades more than three inches long. Prohibited items brought to the INL Site will be confiscated. Cellular telephones must remain on the bus. No photos allowed.

Please be aware that all hand carried items (packages, briefcases, handbags, purses, etc.) will be inspected. The DOE will not be responsible for securing any items during the tour. Please keep hand-carried items to a minimum.

February 26 - 28: ONE-ON-ONE SESSIONS

DOE will hold one-on-one sessions to obtain constructive input from interested firms regarding the ICP procurement. The one-on-one sessions are provided as an opportunity for interested parties to present their thoughts and suggestions on the procurement including, but not limited to, the questions included in the cover letter to the Draft RFP. DOE will consider all input, will not attribute the input received to any other participant, and will protect any information identified as business sensitive. **DOE is not requesting and will not accept any company marketing material.** Computer equipment will not be provided nor allowed. Furthermore, no recording, copying or transcription devices will be allowed during the one-on-one sessions by attendees.

One-on-one sessions will be held at Tingey Administration Building (TAB) on the Idaho State University Place campus at 1776 Science Center Drive, Idaho Falls, ID 83402 all day Wednesday, Feb. 26th and Thursday, Feb. 27th with Friday, Feb. 28th reserved for potential overflow. DOE will contact each participant via email with the date and time of their scheduled session. Scheduling for the one-on-one sessions will be on a first come first serve basis. Participants will meet in the lobby of TAB and will be escorted to the designated conference room for their session.

NOTE: The purpose of the one-on-one sessions is to discuss the recently issued ICP Draft RFP, 89303319REM000034.

DOE looks forward to continued engagement with industry and other interested parties in a transparent and collaborative manner throughout the acquisition process for the ICP procurement. EMCBC ICP procurement website: <https://www.emcbc.doe.gov/SEB/icp/>